

# Town of Hampton



## **JOB DESCRIPTION:**

Planning Secretary

## **FLSA STATUS:**

Non-exempt

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## **JOB SUMMARY:**

This position performs administrative work associated with the operation of the Planning Office and provides administrative support to the Planning Board. Works under the direct supervision of the Town Planner.

## **EXAMPLES OF DUTIES AND RESPONSIBILITIES:**

1. Responsible for taking minutes for Planning Board, CIP and Master Plan subcommittee meetings, including associated public notices and correspondence with applicants.
2. Responsible for maintenance of documents, procedures and files associated with the Planning Office and Planning Board.
3. Assist the public with the application process and processing of planning applications.
4. Maintain financial records for application fees, escrow accounts and performance guarantees.
5. May be required to perform other duties as assigned.

## **KNOWLEDGE AND SKILLS REQUIRED:**

Must have the ability to communicate well in oral and written form and to produce letters and reports as needed. Experience with municipal operations helpful. Proficiency with MS Word and Excel, customer service skills, ability to work with multiple deadlines and other time line issues.

## **QUALIFICATIONS:**

Preferred background includes 3 years administrative/secretarial experience.

## **SALARY:**

\$418.25 per week at a 35 hour week. This is a full-time position and is eligible for Town benefits.

## **CLOSING DATE:**

June 25, 2007.

(The statements listed above reflect general details as necessary to describe the principal functions of this position, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements and duties.)